

**TITLE:** Human Resources Manager  
**PG:** O  
**DEPARTMENT:** Human Resources  
**STATUS:** Exempt  
**REPORTS TO:** Director of Finance and Administration  
**REVISION DATE:** October 2015

**PURPOSE OF POSITION:**

The purpose of this position is to oversee all operations of the Human Resources Office including the City's recruitment and hiring processes, payroll preparation, benefits administration, workers' compensation and employee safety, and employee committees, as well as assisting with policy development/interpretation and federal/state labor law compliance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Administers all operations of the Human Resources Office, including direct supervision of office staff.
2. Oversees City's recruitment and selection process by directing advertisements, assisting department heads with screening tools and question development, and participating in the interview process when necessary.
3. In addition to routine data entry, performs complex system functions and trouble-shooting on the HRIS payroll system including table set-up, tax and matrix changes, garnishment and child support payment input, and customized reporting; and coordinates closely with Assistant Finance Director regarding such changes or problem situations.
4. Assists Director of Finance and Administration with benefits evaluation and procurement, and supervise daily administration of comprehensive health care, life insurance, AD&D, tuition reimbursement, computer loan program, voluntary retirement, wellness programming, HRA program, and flexible spending plans.
5. Supervises maintenance of all official employee records including recruitment, personnel, medical, drug, I-9, and benefits files in accordance with federal and state laws.
6. Produces all COBRA and HIPAA notices, and advises department heads regarding applicability of FMLA policies/paperwork.
7. Processes and maintain records for workers' compensation, including First Reports of Injury, coordinating medical treatment for injuries in conjunction with a third party administrator, and analyze data for improvements to employee safety program.
8. Coordinates Citywide training for employees, including employee orientation, annual DOT training, policy and procedures, and other training as appropriate.
9. Assists Director of Finance and Administration with policy review and development, and provides complex policy interpretation in an absence.
10. Ensures adherence to City pay plan through preparation and monitoring of Personnel Action Forms (PAFs) and maintenance of job descriptions.
11. Maintains communication vehicles including HR Portal/Intranet and Human Resources page of City website.
12. Coordinates and staffs employee committees/events.
13. Prepares annual budget for the Human Resources Office and monitors expenditures to ensure compliance with budgeted amounts.
14. Completes numerous detailed reports required for state and federal agencies (EEO, Division of Employment Security, Missouri Division of Worker's Compensation, etc.).
15. Completes major special projects as needed, coordinated with the Director of Finance and Administration.
16. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in human resources management or related field desired with a minimum of five (5) years progressively responsible work experience in personnel/human resources required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principle and practices of public human resources management.
- Knowledge of public agency budgeting and policy and procedures.
- Knowledge of standard office practices, procedures, equipment and administrative assistant techniques.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the organization and of general administrative policies and practices.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- Ability to prepare effective correspondence on routine matters and to perform sophisticated office management details without referral to supervisor.
- Ability to maintain effective working relationships with other employees and the public and to deal with public relations problems courteously and tactfully.
- Ability to establish and maintain effective working relationships with employees, City officials, the court system, and the general public.
- Ability to anticipate and resolve problems before a crisis ensues.
- Understanding of the City's political environment and sensitivities and ability to function effectively within that environment.
- Ability to establish and maintain effective and professional working relationships with vendors, finance staff, other department heads and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and softwares.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

### **PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

### **WORK ENVIRONMENT**

Works if an office setting, in generally comfortable conditions.

*In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*